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Chief, Support Staff

2 January 1953

Administrative Officer, OTR

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Weekly Activity Report

1. Items of Administrative Interest:

a. The revision of the [redacted] Administrative Staff T/O has been completed and is being forwarded to Classification and Wage Administration Division for processing.

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b. [redacted] procedures for [redacted] have been approved by I&SO and forwarded to the installation.

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c. Plans have been completed for moving the files and equipment of the Operations Course to [redacted] Plans for moving personnel, household effects, and personal effects of the staff have been completed.

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d. Plans have been formalized for reallocation of office and classroom space in Buildings [redacted] and R&S.

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e. The corridor connecting [redacted] and R&S Building was recently completed. This corridor will be opened for traffic on 10 January 1953. This necessitates relocation of partitions and guards within OTR space in R&S. Plans for this relocation have been coordinated with I&SO and Administrative Services.

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Administrative Officer, OTR

25 YEAR RE-REVIEW

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